

Natural Resources Conservation Service

Civil Engineering Technician Career Guide

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Introduction

NRCS Career Mapping

These Career Maps will allow incumbents to identify the steps needed to qualify for higher-level positions in their current career group. Each career map has a career guide that will provide sample training and developmental activities needed to meet competency gaps between the incumbent's current position and his or her desired position. In addition, these maps will be used for recruitment purposes, explaining what a candidate needs to qualify for various positions.

Each occupation's Career Guide will include:

- A list of competencies with proficiency ratings identified for each position
- A sample list of training and experiential activities that are linked to developing each competency
- Clear guidance about how positions relate to each other

Together, these elements will help inform NRCS employees' and candidates' decisions about their careers at NRCS.

The purpose of this document is to provide an overview of the knowledge area requirements and associated training and developmental experiences associated with each position in the Engineering career group. The Career Guides are not intended to be all encompassing, but rather to give users an overview and snapshot of each job within NRCS.

Career Group Description

This is an overall description of the career group.

Table 2. Engineering Career Group Description

Description
These positions are responsible for the planning, design, and construction of engineering works of improvement for any conservation activities taken on by NRCS. These positions require the application of sound engineering principles. This includes adapting proven methods and procedures, as well as devising new design procedures incorporating the latest technological advances in conservation engineering.

Jobs within Engineering

Table 3. Job Titles within Engineering

OPM Series Code	Job Title
0802	Civil Engineering Technician
0810	Civil Engineer
0819	Environmental Engineer
0890	Agricultural Engineer
0801	Assistant State Conservationist - Operations

This is a description of any internship program NRCS offers that prepares individuals for hiring into this career group.

Table 4. Engineering Intern Description

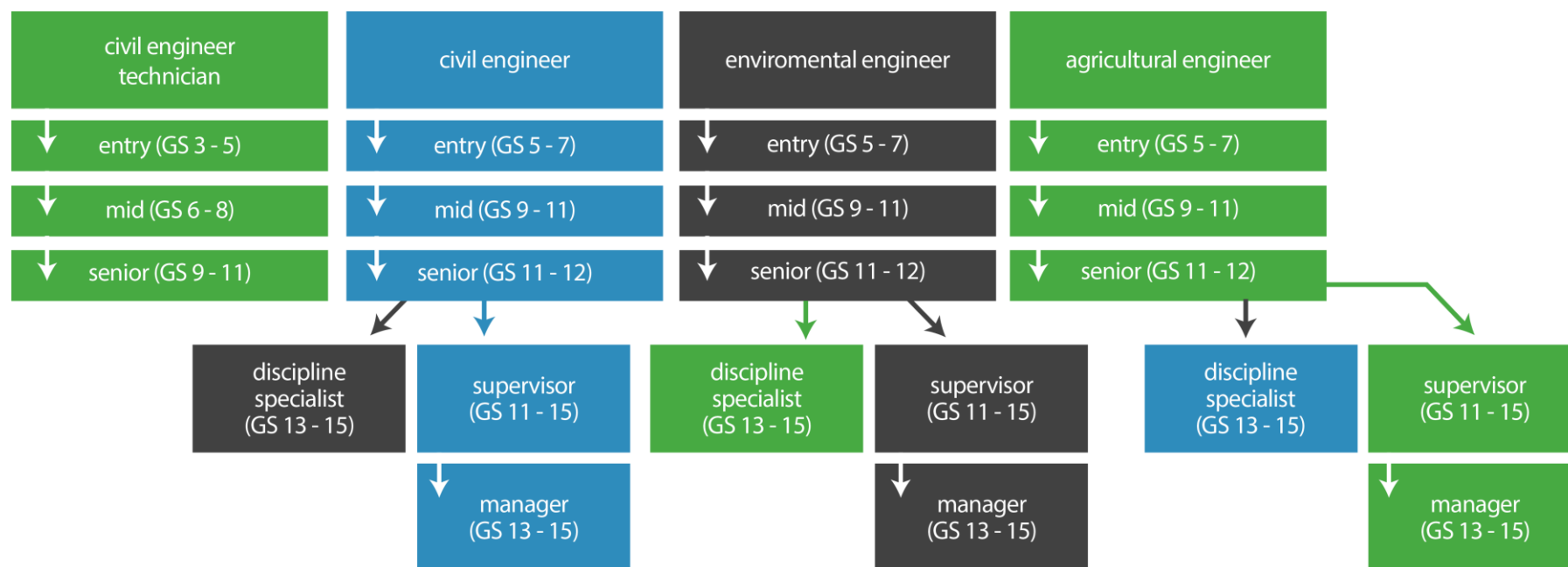
The incumbent serves as an engineer trainee and assistant. The trainee learns to assist in overall planning, design, installation, and maintenance of the engineering phases of soil and water conservation practices.
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Crosswalk of Career Levels to the General Schedule

This table reflects the General Schedule (GS) levels associated with the individual Career Level labels. Definitions of the Career Levels are included in the Appendix.

Table 5. GS by Career Level

Job	Entry	Mid	Senior	Dis Spec	Sup	Mgr
Civil Engineering Technician	GS 3-5	GS 6-8	GS 9-11			
Civil Engineer	GS 5-7	GS 9-11	GS 11-12	GS 13-15	GS 11-15	GS 13-15
Environmental Engineer	GS 5-7	GS 9-11	GS 11-12	GS 13-15	GS 11-15	GS 13-15
Agricultural Engineer	GS 5-7	GS 9-11	GS 11-12	GS 13-15	GS 11-15	GS 13-15



Engineering Job Descriptions

This is a general overview of each Engineering job, intended to provide a common framework for describing what the job is.

Table 6. Engineering Job Descriptions

Job	Description
Civil Engineering Technician	This person provides engineering assistance, working with landowners, groups, and units of government to apply and maintain a variety of conservation practices. This job also includes the responsibility of designing engineering practices, preparing engineering drawings, computing quantities, and preparing cost estimates. This position does not require an engineering degree.
Civil Engineer	This person provides engineering assistance, working with landowners, groups, and units of government to apply and maintain a variety of conservation practices. This person is responsible for providing technical guidance and the overall planning, design, installation, and maintenance of the civil engineering phases of conservation activities.
Environmental Engineer	This person provides engineering assistance, working with landowners, groups, and units of government to apply and maintain a variety of conservation practices. This person is responsible for providing technical guidance and the overall planning, design, installation, and maintenance of the environmental engineering phases of conservation activities.
Agricultural Engineer	This person provides engineering assistance, working with landowners, groups, and units of government to apply and maintain a variety of conservation practices. This person is responsible for providing technical guidance and the overall planning, design, installation, and maintenance of the agricultural engineering phases of conservation activities.

Job	Description
Assistant State Conservationist - Operations	This person manages and directs functions involved in planning, organizing, and implementing a comprehensive soil, water, engineering, and resource conservation and development program for the state. The incumbent of this position has responsibility for operations and internal controls.

Overall Engineering Job Duties

These are three major duties associated with all Career Levels in a job.

Table 7. Overall Engineering Job Duties

Job	Duty 1	Duty 2	Duty 3
Civil Engineering Technician	Conducts planning and data collection	Conducts analysis and design	Performs quality assurance of conservation practices
Civil Engineer	Conducts planning and data collection	Conducts analysis and design	Performs quality assurance of conservation practices
Environmental Engineer	Conducts planning and data collection	Conducts analysis and design	Performs quality assurance of conservation practices
Agricultural Engineer	Conducts planning and data collection	Conducts analysis and design	Performs quality assurance of conservation practices
Assistant State Conservationist - Operations	Formulates and establishes the State natural resource conservation policies and programs based on broad national agency objectives	Develops and implements a system of operational and program assessments and reviews to evaluate effectiveness of conservation planning and practices	Develops and maintains effective working relationships with the conservation districts and the State-level natural resources agencies

Specifics by Job – Civil Engineering Technician

Job Duties by Career Level – Civil Engineering Technician

These are three major duties associated with the individual Career Levels for the Civil Engineering Technician job. In general, these are slight deviations of the Overall Duties, intended to show the differences in responsibility between the Career Levels.

Table 8. Career Level Duties – Civil Engineering Technician

Job Duty	Entry	Mid	Senior
Assists in survey work, basic CAD work, and data collection	✓		
Performs basic GIS, quantity computations, and drafting/CAD	✓		
Assists in construction surveys, inspection, and testing	✓		
Performs survey work, CAD work, and data collection		✓	
Independently performs and reviews GIS, quantity computations, design calculations, drafting/CAD, and designs		✓	
Independently performs construction surveys, inspection, and testing		✓	
Performs, trains, and provides guidance for survey work, CAD work, and data collection			✓
Performs, reviews, trains, and provides guidance for GIS, quantity computations, design calculations, drafting/CAD, and designs			✓
Performs, trains, and provides guidance for construction surveys, inspection, and testing			✓

Foundational Competencies – Civil Engineering Technician

These are the top foundational competencies of the job, applicable at all Career Levels. The set of top foundational competencies and associated proficiency levels should differentiate the job from other jobs within and across the career groups. Proficiency Rating Definitions are included in the Appendix. This list includes the top competencies.

**Table 9. Foundational Competencies –
Civil Engineering Technician**

Foundational Competency	Proficiency Rating		
	Entry	Mid	Senior
1. Attention to Detail	1	3	4
2. Accountability	1	3	5
3. Organizing and Prioritizing Work	1	2	4
4. Representing the Agency	1	2	3
5. Resource Management	1	2	3
6. Technology Management	1	2	4
7. Organizational Awareness	1	2	3
8. Initiative	1	2	3
9. Oral Communication	1	2	3
10. Teamwork	1	2	3
11. Problem Solving	1	2	3

Recommended Foundational Experience – Civil Engineering Technician

These are the top experiences (e.g., stretch assignments), based on the Foundational Competencies, that an individual can participate in to prepare to be a viable candidate for the job.

**Table 10. Recommended Foundational Experience –
Civil Engineering Technician**

Foundational Competency	Career Level	Foundational Experience
Attention to Detail	Entry	Reviews own work to verify that work adheres to given instructions, applicable regulations, and guidelines
		Edits own work products for basic errors (e.g., grammatical, typographical) before submitting to supervisors
		Collects and enters data into electronic information systems accurately
	Mid	Ensures own products and services are complete, accurate, and in accordance with established policies, standards/specifications, and guidelines
		Reviews the quality of information or data provided by others for accuracy and completeness
		Conducts thorough analysis to provide accurate and complete information in order to make decisions
	Sr	Ensures own and others' work products are technically accurate, reliable, and in accordance with established policies, standard/specifications, and guidelines
		Reinforces importance of high-quality products and services with peers and team members
		Prepares manuals, guidelines, or standard operation procedures to minimize mistakes or errors
		Serves in an advisory capacity as a recognized expert in ensuring high quality products

Foundational Competency	Career Level	Foundational Experience
Accountability	Entry	Develops knowledge of relevant policies, rules, and procedures and follows them accordingly
		Identifies and corrects own mistakes and brings them to the attention of others when necessary
		Accepts responsibility for own actions, regardless of outcome
	Mid	Conveys to others the importance of accomplishing goals and delivering results on time
		Accepts responsibility when missed deadlines affect others' work or unit-level outcomes and makes changes to ensure timelines are met in the future
		Fulfills commitments made to peers, supervisors, and customers, providing plenty of notice if unable to meet obligations so that alternative plans can be made
		Tracks progress of work and responds to obstacles threatening established goals
	Sr	Provides guidance and communicates methods for achieving results to correct failed or delayed unit-level efforts
		Leads efforts to establish a methodology for achieving results
		Ensures a culture of accountability among others by defining roles and responsibilities
		Creates policies, rules, procedures, systems, and/or processes that ensure accountability (e.g., internal controls)

Foundational Competency	Career Level	Foundational Experience
Organizing and Prioritizing Work	Entry	Organizes and accomplishes assigned tasks/work to ensure timely delivery of information, products, and/or services
		Seeks guidance on setting work/task priorities and follows priorities as assigned
		Maintains appropriate files and records to document progress toward goals
	Mid	Prepares routine plans, including identifying timelines and scheduling tasks
		Prioritizes routine tasks to ensure timely delivery of information, products, and services
		Systematically breaks large tasks down into smaller, more manageable subtasks
	Sr	Prepares plans for complex and/or controversial projects and identifies resources to deliver projects within established parameters
		Develops progressive long-term strategic plans and business plans
		Revises project plans of others, critiquing and recommending changes when needed
		Defines measurable and observable work outcomes for self and work unit that are fully aligned with, and advance, the Agency's goals and strategic direction

Foundational Competency	Career Level	Foundational Experience
Representing the Agency	Entry	Appropriately supports the Agency's goals in interactions with others
		Maintains professional attitude and actions in all business situations
		Develops knowledge of relevant policies, rules, and procedures for representing the Agency (e.g., standards of conduct) and follows them accordingly
	Mid	Recognizes confrontational situations with customers and refers/redirects them appropriately
		Promotes support for the mission and programs of the Agency through all forms of communication
		Represents the Agency in small group presentations or meetings with customers
		Participates in Agency outreach activities (e.g., county fairs, job fairs)
	Sr	Takes effective steps to resolve confrontational situations with customers in a manner that reflects positively on the Agency
		Promotes the Agency in a professional manner that educates others, protects its interests, and enhances its image and reputation
		Represents the Agency as a professional expert on natural resource conservation issues (e.g., presents a technical paper at a conference)

Foundational Competency	Career Level	Foundational Experience
Resource Management	Entry	Develops knowledge of proper use of government resources (e.g., travel card) and completes required training courses (e.g., GPS training) to effectively use resources
		Appropriately uses available resources (e.g., obtains proper authorization, protects resources, reports damages/misuse in accordance with policy)
		Maintains appropriate documentation for resource use (e.g., timesheet, vehicle usage)
		Identifies apparent maintenance needs to job-related resources (e.g., equipment)
	Mid	Identifies and requests or obtains necessary job-related resources (e.g., office supplies, training) according to policy
		Identifies and reports misuse and/or fraudulent behavior
		Maintains job-related tools and resources to keep resources in good working order
	Sr	Requests and/or acquires resources (e.g., supplies or equipment) based on policy, workload analysis, and supporting documentation
		Communicates and implements policies and guidance to appropriately manage resources and ensure understanding
		Tracks and documents inventories, usage, and disposal of resources
		Fully utilizes available resources, ensuring resources are not wasted

Foundational Competency	Career Level	Foundational Experience
Technology Management	Entry	Develops a basic awareness of technology (i.e., eFOTG, Customer Service Toolkit, etc.) needed to accomplish specific duties
		Follows specific guidance to safeguard technology to ensure the prevention of abuse, waste, loss, or unauthorized use (i.e., locking computer, using passwords to manage files)
		Completes security awareness training
	Mid	Understands the process to gain access to and utilize technical resources
		Demonstrates knowledge of current technological developments and appropriately applies this knowledge to achieve results
		Identifies problems or issues with technology systems and/or equipment
		Adapts processes to keep pace with new technological developments
	Sr	Resolves identified problems or issues with technological systems and equipment
		Provides assistance and instruction on new technology to users
		Identifies and justifies the need for new technology and develops new and/or revised systems or equipment for large scale use
		Coordinates with others internal and external to the Agency to ensure that technology is effectively utilized by the Agency

Foundational Competency	Career Level	Foundational Experience
Organizational Awareness	Entry	Develops a basic understanding of, and carries out, basic tasks in accordance with the Agency's mission, vision, functions, values, and policies/procedures
		Acquires an understanding of the Agency's organizational structure and appropriate interactions between staff
		Participates in NRCS training activities and attends relevant organizational meetings
	Mid	Applies sufficient knowledge of Agency to independently perform varied assignments
		Takes initiative to increase understanding of relevant organizational processes through self-directed activities
		Articulates basic information regarding the Agency's vision, mission, and functions to customers and partners
	Sr	Demonstrates and maintains a thorough understanding of the Agency's mission, functions, values, and policies/procedures
		Understands the interrelationships between various units, organizations, and partners and how these affect the Agency's mission
		Applies depth or breadth of knowledge of Agency to guide others on varied assignments

Foundational Competency	Career Level	Foundational Experience
Initiative	Entry	Demonstrates a willingness to learn the work requirements of one's job
		Completes work assignments as directed by supervisors or manager without additional reminders or prompting
	Mid	Seeks out new responsibilities, assignments, and opportunities
		Asks coworkers, peers, and supervisors questions to better understand work requirements and needs of customers
		Participates in a mentoring relationship as a protégé
	Sr	Seeks out more challenging responsibilities, such as managing projects
		Volunteers to take the lead on team efforts outside of one's normal job duties
		Takes the initiative to develop tools/instructions to share with coworkers (e.g., developing standard operating procedures for a specific area)
		Participates in a mentoring relationship to assist in the development of less-experienced staff
Oral Communication	Entry	Actively listens when others are speaking
		Asks questions to clarify understanding
		Provides in-person briefings to immediate supervisors and others as directed on work assignment/task status
		Uses appropriate language and grammar when speaking to others
	Mid	Presents information in own area of expertise to small or moderately-sized groups
		Communicates information clearly and concisely to avoid miscommunication
		Answers basic or routine questions from customers, vendors, or other individuals and tailors responses appropriately
	Sr	Makes oral presentations to a variety of audiences of varying size, conveying main ideas and supporting points clearly and concisely
		Handles questions from others appropriately, asking clarifying questions when necessary, and quickly adapting to unforeseen circumstances
		Seeks input from others and carefully listens to others' ideas and comments
		Adapts communication style to audience and their level of understanding

Foundational Competency	Career Level	Foundational Experience
Teamwork	Entry	Provides help or assistance to team members when asked, regardless of the task
		Participates in efforts to improve team cooperation and trust
		Communicates openly and candidly with other team members
		Recognizes team boundaries and identifies own role and responsibilities on team
	Mid	Proactively offers assistance to ensure team achieves goals and objectives
		Considers other work group members' priorities, needs, and concerns
		Works collaboratively and flexibly with others to accomplish shared goals
		Shares relevant skills and knowledge with others
	Sr	Is cognizant and respectful of others' time
		Contributes ideas and shares skills and knowledge with team members, encouraging others to do the same
		Understands different team members' roles, how these various roles interact with each other, and the resulting impact on workflow
		Works with divergent personalities and work styles, ensuring focus remains on the goal and the team makes consistent progress on tasks
Problem Solving	Entry	Solves straightforward problems that have occurred in the past
		Performs evaluations and analyses of information to draw reasonable, logical conclusions for basic problems
		Identifies the problem and information that may be relevant to a solution
	Mid	Applies proven solutions, strategies, and/or procedures to solve problems
		Determines cause of a customer problem and takes approved, corrective actions
		Identifies problems, considers available information, and evaluates alternative solutions to problems affecting own work
	Sr	Reconciles conflicting and/or incomplete information to develop solutions
		Uses data and information to identify relationships, issues, assumptions, and emerging trends, and draws sound conclusions
		Solves problems by thoroughly analyzing their causes and short- and long-term implications of solution

Foundational Competency	Career Level	Foundational Experience
		Anticipates potential problems and takes or proposes corrective actions

Occupational Competencies – Civil Engineering Technician

These are the top occupational competencies of the job, applicable at all Career Levels. These should differentiate the job from other jobs within and across the career groups. Proficiency Rating Definitions are included in the Appendix. This list includes all of the occupational competencies associated with the Civil Engineering Technician job.

Table 11. Occupational Competencies – Civil Engineering Technician

Occupational Competency	Proficiency Rating		
	Entry	Mid	Senior
1. Surveying	1	2	4
2. Data Collection and Analyses	1	2	4
3. Problem Identification	1	2	4
4. Planning Assistance	1	2	4
5. Design	1	3	4
6. Quality Control/Quality Assurance	1	2	4

Recommended Occupational Experience – Civil Engineering Technician

These are the top experiences (e.g., stretch assignments), based on the Occupational Competencies, that an individual can participate in to prepare to be a viable candidate for the job.

**Table 12. Recommended Occupational Experience –
Civil Engineering Technician**

Occupational Competency	Career Level	Occupational Experience
Surveying	Entry	Under supervision, develops basic understanding of surveying methods, procedures, and basic surveying tools
		Under supervision, gathers basic required survey data
		Under close supervision, performs required calculations to analyze survey data
	Mid	Independently uses basic surveying tools (e.g., level, laser level)
		Under limited supervision, uses complex surveying tools (e.g., Total Station, GPS) to gather survey data
		Under limited supervision, performs required calculations to analyze survey data
		Under limited supervision, plans and conducts routine surveys
		Develops a basic knowledge of proper surveying equipment maintenance and calibration
	Sr	Develops and provides training to others in the use of surveying equipment
		Develops specific methods and procedures to survey unique and/or difficult areas
		Advises and/or directs others on how to carry out more complex surveying projects
		Recommends new survey technologies and methodologies that would enhance survey performance
		Provides oversight and subject matter expertise on surveying for various work units

Occupational Competency	Career Level	Occupational Experience
Data Collection and Analyses	Entry	Under supervision, develops awareness of basic data and information collection requirements and techniques (e.g., soils, water quality/quantity, water use requirements)
		Under supervision, collects basic data and carries out required analyses
		Under supervision, develops awareness of basic engineering needs for data collection
		Under close supervision, develops awareness of basic materials testing processes and general materials properties
	Mid	Independently collects and/or analyzes data for basic engineering (e.g., waterways) or processes
		With limited supervision, conducts more complex data collection and/or analyses
		With limited supervision, assists in preparing comprehensive data analysis reports
		Independently executes routine test procedures (e.g., specific gravity, crumb dispersion, slump test)
	Sr	Oversees data collection and/or analyses for highly complex and/or unique engineering projects or processes
		Conducts training for others on data collection and/or analyses
		Provides oversight and training for complex procedures
		Investigates new methods and equipment for data collection and analyses and recommends implementation

Occupational Competency	Career Level	Occupational Experience
Problem Identification	Entry	Under close supervision, develops an awareness of common types of resource concerns/problems that are found in common sites located in area
		Under close supervision, assists in analyzing situation to identify basic resource concerns/problems
		Develops a basic knowledge of NRCS' conservation planning process and the conservation practice standards
	Mid	Under supervision, assists others in identifying concerns/problems in more complex situations
		Under some supervision, prepares reports documenting resource concerns/problems
		Demonstrates a basic knowledge of NRCS' conservation planning process and the conservation practice standards
	Sr	Provides training on methods to assess most resource concerns/problems
		Independently provides assessment of resource concerns/problems found in complex and/or unique situations
		Revises assessments conducted by others and provides troubleshooting assistance and guidance
		Participates in an interdisciplinary inventory and evaluation team

Occupational Competency	Career Level	Occupational Experience
Planning Assistance	Entry	Under close supervision, develops an awareness of different engineering alternatives commonly used in their service area
		Under supervision, develops familiarity with relevant NRCS references in order to develop alternatives
		Accompanies others to meetings with landowners/clients
	Mid	Under limited supervision, develops options/plans to provide solutions to most concerns/problems
		Under limited supervision, prepares reports documenting explanations on ways to address resource concerns
		With limited supervision, advises landowners/clients on routine alternatives and solutions
		With limited supervision, assists landowners/clients in selecting alternative(s) to address routine resource concerns
	Sr	Develops innovative alternatives to address complex resource concerns across a wide geographical area
		Develops and provides training on the formulation and evaluation of alternatives
		Reviews assessments conducted by others and provides troubleshooting assistance and guidance

Occupational Competency	Career Level	Occupational Experience
Design	Entry	Develops an awareness of NRCS design policies and procedures
		Under supervision, performs basic design computations
		Under supervision, incorporates standard drawings into a design
		Under close supervision, develops an awareness of computer-aided drafting and design standards
	Mid	Independently develops designs and construction documents for a variety of projects in accordance with NRCS policies and procedures
		Performs reviews of designs developed by others
		Advises others on component design and construction documents
		Independently performs computations in support of more complex designs
		Independently performs computer-aided drafting and design using agency tools
	Sr	Conducts training on developing designs and construction documents
		Independently designs more complex structures to address difficult/unique situations
		Performs independent reviews and approvals of designs for more complex projects
		Develops and implements design assistance tools
		Provides guidance to others on computer-aided drafting and design
		Develops 3D models (e.g., CADD) for development and conceptualization of designs

Occupational Competency	Career Level	Occupational Experience
Quality Control/Quality Assurance	Entry	Under close supervision, develops the required understanding of the quality assurance process
		Under close supervision, assists with quality assurance and develops quality assurance skills consistent with NRCS policies and procedures
	Mid	With limited supervision, assists with quality assurance reviews and recommending corrective actions
		With minimal guidance, develops as-built records for routine projects
		Assists with pre-construction activities
	Sr	Develops and maintains state construction and material specifications
		Provides training on more complex NRCS policies and procedures with regard to quality assurance
		Reviews for constructability of the more complex designs
		Serves as a contracting officer's technical representative (COTR) on engineering projects

Recommended Education/Certifications – Civil Engineering Technician

These are the recommended education/certification requirements to be able to attain each level of the Civil Engineer Technician job. These recommendations are based on Office of Personnel Management (OPM) guidelines as well as Subject Matter Expert recommendations.

Table 13. Recommended Education and Certifications – Civil Engineering Technician

Education/Certifications	Career Level		
	Entry	Mid	Senior
1. Four-year course of study above high school leading to a bachelor's degree in an appropriate field of engineering, construction or industrial technology	✓	✓	✓
2. Bachelor's degree must include at least 24 semester hours in any combination of courses such as engineering, engineering or industrial technology, construction, physics, drafting, surveying, physical science or mathematics	✓	✓	✓
3. At least six of the 24 semester hours must have been in drafting	✓	✓	✓

Professional Associations – Civil Engineering Technician

These are five professional associations that are recommended as resources for individuals interested in the Civil Engineering Technician job.

**Table 14. Professional Associations –
Civil Engineering Technician**

American Society of Civil Engineers
Chartered Institution of Civil Engineering Surveyors
National Institute for Certification in Engineering Technologies
The American Concrete Institute
The Soil and Water Conservation Society

Appendix

Job Level Definitions

You will see “Entry,” “Mid,” “Sr,” “Dis Spec,” “Spv,” and “Mgr” career levels along with the necessary proficiency ratings for each of these levels. The table below explains the differences between each of the five possible career levels. Specifically, it provides an overview of each job level, followed by a high level description of the experience/knowledge associated with the job level, the type of duties they perform at that job level, and the supervisory responsibilities at that job level.

	Entry	Mid	Senior/ Technical	Discipline Specialist	Supervisor	Manager
Overview	Starting level of a career. Consists of individuals entering a field of work for the first time, as well as those still early in their career.	Full performance level. Individuals at this level are skilled enough to be independent contributors.	Advanced performance level. Individuals have enhanced technical knowledge or skills in a field.	Advanced performance level. Individuals have enhanced technical knowledge or skills in a field. Apply these knowledge/skills at a regional/national level.	First-line supervisory level. These individuals supervise non-supervisors.	Advanced supervisory level. These individuals typically direct the work of an organizational unit, (including supervising supervisors) and are held accountable for the unit's progress.

	Entry	Mid	Senior/ Technical	Discipline Specialist	Supervisor	Manager
Experience/ Knowledge	Minimal work experience in the area and foundational knowledge to begin a career in the field.	Sufficient work experience and knowledge in the area to perform all core functions of the job.	Sufficient work experience and technical knowledge to be considered a subject matter expert in the field.	Sufficient work experience and technical knowledge to be considered a subject matter expert in the field from a regional/ national perspective.	Sufficient work experience and knowledge in the area and organization to directly oversee the work of others.	Sufficient work experience and knowledge in the area and organization to direct the work of an organizational unit.
Duties	Performs basic position duties often under close supervision.	Performs the key duties of the position independently with little supervision.	Performs advanced position duties that may be based on: <ul style="list-style-type: none"> • Enhanced technical knowledge or skills in a field. • Extensive non-supervisory administrative responsibilities. 	Performs advanced position duties at the regional/ national level that may be based on: <ul style="list-style-type: none"> • Enhanced technical knowledge or skills in a field • Extensive non-supervisory administrative 	Performs first-line supervisory duties (e.g., supervising employees, performance appraisals and leave approvals).	Performs managerial duties such as managing work plans, schedules, and resources in order to meet organizational objectives.

				responsibili- ties		
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	Entry	Mid	Senior/ Technical	Discipline Specialist	Supervisor	Manager
Supervisor Responsibilities	None	None	None	None	Supervision of some employees, but does not supervise other supervisors.	Supervision of other supervisors.

Proficiency Scale Definitions

We prepopulated the necessary proficiency ratings for each career level based on the competency models and proficiency ratings that you developed. The proficiency scale is a 5-point scale that is used to suggest how knowledgeable individuals should be on a particular competency:

1 – Basic

- Applies the competency in the simplest situations
- Requires close and extensive guidance
- Demonstrates awareness of concepts and processes

2 – Foundational

- Applies the competency in somewhat difficult situations
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 – Intermediate

- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates understanding of concepts and processes

4 – Advanced

- Applies the competency in considerably difficult situations
- Generally requires little or no guidance
- Demonstrates broad understanding of concepts and processes

5 – Expert

- Applies the competency in exceptionally difficult situations
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes